## ROSTER

* 2012-2013 VIPS Coordinators

## BYLAWS

## DISTRICT INFORMATION

* Contact Information
* VIPS WIKI
* 2012-2013 Monthly Meeting Dates.
* District School Calendar.
* Special Days and Weeks
* VIPS Year at a Glance
* Board of Education Members.
* ESC Phone List.
* Map of Littleton Public Schools
* District-Sponsored Workshops for Volunteers.
* What Insurance Do I Have as a Volunteer?
* Fax Header Sheet.
* Littleton Public Schools News Tip

## GUIDELINES

* Code of Ethics.
* VIPS Building Coordinator Job Description.
* Volunteer Position Descriptions
* Gifts of Advice from Former VIPS Coordinators.
* What makes an Effective Volunteer Coordinator?
* What do I do Now?
* Your Year as VIPS Coordinator.
* Teacher Volunteer Request Form.
* Sample Note to Teachers.
* Sample Note to Volunteers.
* Volunteer Application and Background Check Form

**RECRUITING:**

* The Last Great Secret.
* Reasons for Volunteering.
* World’s Best Recruiters
* Recruiting School Day Volunteers.
* Reasons For Volunteering.
* Recruiting School Day Volunteers.
* 68 Parent Involvement Ideas That Really Work.
* Sample Request Forms.
* Talking Points That Build Involvement
* Build Your Volunteer Base
* 26 Ways to Build Involvement
* Involvement Matters: What to tell Parents

## ORIENTATION/ HANDBOOKS/DIRECTORY

* Phone Directory/ Handbook/Welcome Book
* Using PTO Manager to create a Student Directory
* Suggestions for Building Volunteer Handbooks.
* The Volunteer Packet.
* Volunteer Code of Ethics.
* Effective Ways to Work With Children – Tips for Volunteers.

#### RETAINING

* Volunteer Retention.
* LPS Suggestions.
* Managing Different Generations
* Wilder’s Parent Survey
* Survey Monkey.com

## MEETINGS

* Guidelines for Calling a Meeting.

Planning the Meeting.

Guidelines for the Committee Coordinator.

Guide for Climate Setting.

How to Handle Typical Problems.

Keep Meetings on Track

* Volunteer Chairperson Orientation
* Parliamentary Procedure.
* Rate Your Meetings.

## GRANDPARTNERS- Senior Citizen Tax Rebate Program

* Grand Partner Program Description
* Senior Citizen Tax Rebate Program Description
* Senior Citizen Tax Rebate Program Roster
* Recognize the Role that Many Grandparents Now Play
* America’s Senior Volunteers.

## REPORTING MONTHLY VOLUNTEER HOURS

* Report Deadlines to District.
* Fax Header Sheet
* Why Do We Collect Volunteer Hours?
* Signing In and Out.
* Volunteer Sign-In Sheets.
* Guidelines for Collecting Hours.
* PTO Manager  Prepare a Report.
* PTO Manager End of Year Procedures
* Elementary, Middle School and High School Hours Reports.

**VOLUNTEERS INFORMATION RECORD (VIR)**

* Steps
* VIPS Information Record for Future Employment

## VOLUNTEER PROGRAMS

* Description of District Programs.

### RECOGNITION

* Rules for Recognition.
* Ideas for Volunteer Recognition.
* Leaders Recognize Others.
* Creative Recognition Ideas.
* Ongoing and Informal Ways to Say Thank You